



NEW JERSEY ARMY NATIONAL GUARD
Headquarters, 5th Squadron 117th Cavalry
2560 South Delsea Drive
Vineland, New Jersey 08360

1 February 2004

**COMMAND SPLIT UNIT TRAINING ASSEMBLIES (SUTA) and
READINESS MANAGEMENT PERIODS (RMP) POLICY**

1. Reference NGR 350-1.
2. This policy establishes the process for managing the performance of Split Unit Training Assemblies (SUTA) and Readiness Management Periods (RMP).
3. Unit readiness is maximized when units train as cohesive elements. Commanders cannot evaluate the success of their training if the members of their unit train at different sites and under different conditions.
4. Commanders will ensure that the maximum number of personnel are present for scheduled training that impacts on individual and crew readiness. Individual weapons qualification and APFT are events that are basic soldier qualifications and are measurable examples of our fitness to deploy. If an organization can not successfully complete these two events there is not much hope it can move on to METL tasks.
5. When a Troop commander must schedule training to dates other than the regularly scheduled Multiple Unit Training Assembly (MUTA) for reasons of resource availability or an individuals authorized absence he may authorize a Split Unit Training Assembly (SUTA). Examples are:
 - a. Staff visits and command inspections.
 - b. Support of other units.
 - c. Attendance at OCS/NCOES, service schools, MOSQ producing schools, sustainment courses, providing support to the schoolhouse, etc.
 - d. Training on devices that cannot be used by a majority of the target audience, such as the Close Combat Tactical Trainer (CCTT), that restrict the number of crews that can utilize the devices over a MUTA 4.
6. The SUTA is used by the Troop Commander to maximize the effective training of his Troop. If an individual has a conflict with attending a scheduled MUTA Both the commander and the soldier who requested SUTA have an obligation under the condition of SUTA as defined in the cited reference. The commander must plan for and resource training that will be conducted during the SUTA. The soldier must meet his/her obligations by showing up at the scheduled time and place, and in the proper uniform, ready to perform training. Troop Commanders will

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closely observe SUTA scheduling, especially multiple SUTAs in one training year. It will not be used to circumvent attendance at a scheduled MUTA.

a. SUTAs must be scheduled in advance through the use of the enclosed Training Authorization/Certification.

b. Employment conflicts, overtime, civilian schooling and loss of income are not normally considered valid reasons for authorizing a SUTA.

7. I want to take this opportunity to caution each commander on accountability. NGR 350-1 requires that only the Commander or Executive Officer may authorize SUTAs in your Troop. Furthermore, it has been proven through the Command Inspection Program (CI) inspections that improper use of the SUTA program is the pipeline that feeds the No-Validation Pay problem that we must so carefully manage. You must and will account for every SUTA granted to soldiers within your command. I will speak more on this subject in my Command Strength Management Program forthcoming.

8. PROCEDURE:

a. Authorization:

(1) Authorized SUTA Window: SUTA may be performed within 30 days prior to the scheduled drill, or within 60 days after the scheduled drill.

(2) At the Squadron level, the Squadron Commander or Executive Officer will authorize SUTA for the primary staff. Staff members below the primary staff will request authorization from the HHT Commander.

(3) SUTA is authorized ONLY upon the completion of the Training Authorization and Attendance Certificate, see Enclosure 1. The Training Authorization and Attendance Certificate will include a description of the duty to be performed during the duty in sufficient detail to support the request.

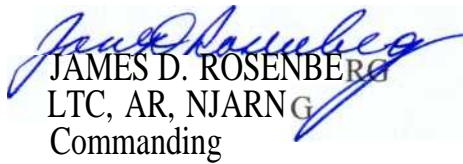
(4) RMP allotment will be controlled and allocated to the Troops by the S3. After receiving the Battalion allotment, the S3 will allocate funds to Troop units on a quarterly basis. Copies of the RMP certificates will be sent to the S3 NLT 5 workdays after accomplishment. The S3 will require a standardized report to monitor RMP execution.

(5) Authorizing RMPs without funds allocated to the Trooper is very unwise as well as unfair to the Trooper who will rely on the Commander's word that he will get paid. The Commander has no way of knowing if the state's funding will support future RMP allotment. The funding of RMPs is very volatile and the allotment of quarterly RMP may be interrupted for higher priority missions that require funds.

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b. Attendance Certification. The Commander of the senior individual listed on the Training Authorization and Attendance Certificate will verify duty completion by signing and forwarding to the Troop Orderly Room (ATTN: Readiness NCO) for posting to the appropriate pay records.


JAMES D. ROSENBERG
LTC, AR, NJARNG
Commanding

DISTRIBUTION: A



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Troop:

DATE:

TRAINING AUTHORIZATION & ATTENDANCE CERTIFICATE

The following soldier(s), in accordance with the published training schedule, orders or other competent written authority, participated in proper uniform for not less than four hours for each training period on the dates) indicated below, in the following status:

Indicate By an `X' Whether this is a SUTA or RMP Certificate

SPLIT UNIT SUB-ASSEMBLY

READINESS MGT PERIOD
RMP Code

NAME, RANK, SSN

DATE AND
HOURS OF
SUTA

DATE OF
SCHEDULED
DRILL

DATE
AND
HOURS
OF RMP

NATURE OF TRAINING:

Name and signature of person authorizing
duty to be performed.

Name and signature of Commander or senior
individual listed above verifying duty
completion

*Forward To Unit Orderly Room Attn: Readiness NCO
For Processing When Duty Has Been Verified*